

CSU Intern Training Checklist

Important Reminders

- All of the training activities in the checklist below are considered paid time so keep track of the hours you spend reviewing materials and videos, completing practice assignments, and attending training meetings.
- Per the work study agreement, you should put in **15 hours per week** (additional hours must be pre-approved by Dan Hogan prior to working additional hours). **In order to get paid, you must submit your work log each week to Jennifer.webster@fws.gov and fill out your matching hours in RamWeb!** Note: this same schedule should be followed during training.

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- By now, you should have completed the work study hiring process. For more information about CSU's work study program visit <http://ses.colostate.edu/>
- Register for a **two-hour online training orientation session, within 1-2 weeks of your hire date if possible.**
 - During the session, you'll use your own laptop and phone to connect with us online. We will review training questions, get you registered for access to the training environment and practice entering a sample project. We will also review the work log and time sheet requirements.
- Visit the TRACS Knowledge Management Site (KMS) at <https://tracs.fws.gov/learning> and look around! Please click **Login** in the upper right and enter the **username as your CSU email address** (in all lower case) and the **temporary password "Changeme1!"**
 - Download and review all of the documents in the [CSU Training Materials](#) folder below (note: you must be logged in to access the folder).
 - Visit the [CSU Work Study Forum](#) to view important tips and information. Use the forum to post new questions or discussion topics too!
- Watch the following videos on your own:
 - Watch the [WSFR Foundations Video](#) and review the different types of grant programs listed on the [WSFR Programs](#) page.
- Watch the TRACS training videos on the KMS (or if the links do not work watch the videos on the [YouTube channel](#)).
 - [TRACS Legacy Data Course](#) (3 videos, approx. 30 minutes). **Note:** most of the practice projects need to be updated through the "legacy module" so you may want to wait to watch the other videos below until you've gone through the legacy practice projects first.
 - [TRACS Basic Course](#) (10 videos, approximately 1 hour)
 - [TRACS Advanced Course - Chapter 12: Shape Editing](#) (approx. 5 min)

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- [TRACS Advanced Course - Chapter 14: Copy & Delete a Project](#) (pay attention to the delete section - approx. 5 min)
- [TRACS Advanced Course - Chapter 15: Habitat and Species](#) (approx. 5 min)
- [TRACS Advanced Course - Chapter 16: Lands Data](#) (approx. 5 min)
- Visit the [CSU Practice Projects](#) folder to view/download your assigned training exercises. Then practice entering your assigned practice projects in the TRACS training environment.
 - The bulk of the practice projects are in the "Legacy" folder and need to be updated in the legacy module following the steps in the Legacy course.
 - The practice projects in the "Mapper" folder should be entered from scratch on the mapper, following the steps in the TRACS Basic Course and Advanced Course videos.
 - Make sure to fill out your work log with the practice projects you have worked on (and the status, such as "not found", "in progress" or "completed").
- Register for the **one-hour online check-in session**, preferably 1-2 weeks after your training orientation.
 - Complete the final training exercises prior to your check-in. These will be used to gauge your readiness.
 - During the session, we will review your questions and provide feedback on the training exercises you have completed. We may also assign advanced and follow-up training if needed.
- Once you have been approved to begin work, you will be assigned your first batch of reports to enter into the TRACS production environment using your own computer. Visit the [CSU Work Assignments](#) folder to view your assigned projects by state/region.
 - Continue to ask questions. Data quality is critically important! Always use the [CSU Work Study Forum](#) to post questions, discussion topics and/or tips for fellow work study participants.
 - Completed project records will be randomly selected each pay period for quality control review.
 - Each week, remember to submit your work log (log is available in the CSU Materials folder) and enter your time sheet in [RamWeb](#) per your student agreement!